



**TO** J. Rivello, Superintendent  
RTU Residents

A handwritten signature in black ink that reads 'B. Hollibaugh'.

**FROM** B. Hollibaugh  
Unit Manager

**DATE** July 30, 2021

**RE** RTU Community Update

Please be advised, effective 7-18-21, J. Rivello became the Superintendent of SCI-Huntingdon following the retirement of Supt. Kauffman. Mrs. Maust will be re-assigned to another housing unit, effective 8-10-21. Please thank her for the 8 years of service and support that she has provided to the residents on the RTU. Please welcome Ms. Robison who will be providing counselor services to the residents on the "P" caseload.

At the present time, the RTU at SCI-HUN is operating as one cohort group within the housing unit. White Cloth Facemasks must still be worn within the housing unit and when you leave the housing unit for a call out. You are permitted to leave the unit, when scheduled, for Commissary, Barber Shop, Law Library, and other Call-Outs.

All meals will continue to be delivered to the housing unit and you will be called by housing unit level to pick up your tray. Pill line and sick call will be conducted on the unit. Other medical appointments may be scheduled at different locations depending on the services being provided. Showers will be conducted daily in two groups following afternoon yard. On odd numbered days level 1 & 3 will shower first and on even numbered days levels 2 & 4 will shower first.

The 2-10 shift officers will have the Phone/Kiosk sign-up sheet available at the officer's desk during the afternoon and evening hours. You may sign up for a 30 minute period of access to use the phone and kiosk the next day. During major line movements and at the discretion of the housing unit officers, residents may request to use a vacant Phone/Kiosk slot.

Residents now have access to recreation up to three times a day, either in the RTU yard or block out. Please review the new yard rules issued effective 7-29-21. You may remove your mask while you are in the yard.

Daily Morning Yard: 8:00 am - 10:00 am. In gate at half-time is 9:00 am.

Daily Afternoon Yard: after count clears (approximately) 12:30 pm - 2:15 pm. In gate at half-time is 1:15 pm.

Daily Evening Yard: following evening meal (approximately) 5:30 pm – until the end time determined by Shift Commander. In gate at half-time will be 1 hour after yard begins.

As a reminder, you must exit your cell in a timely manner and be properly dressed (trousers, shirt, mask) when you are participating in a line movement on the unit or leaving the unit on a call out. Shorts may only be worn during recreation in the yard. If you do not exit your cell by the time last call is given, you forfeit your opportunity to participate in that activity.

Minor adjustments may need to be made to the daily RTU Schedule to accommodate meals, pill line, and other line movements. If a scheduling conflict arises, you may need to make a choice on which activity to participate in at that time. **Please be advised, Quarantine guidelines are subject to change at any time.**

**Medical:** Please review the Heat-Related Illness and Medication Use Posting placed on the Block Bulletin Boards and the Inmate TV. Please immediately notify staff if you or another resident are experiencing any heat related warning signs. If you experience any COVID-19 like symptoms such as fever, cough, shortness of breath or difficulty breathing, diarrhea, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell, please immediately inform a staff member who will arrange for you to receive a medical evaluation. If you now wish to receive the Johnson & Johnson COVID-19 vaccine, please submit a request slip to the medical department and arrangements will be made for you to be vaccinated. The current supply of the J&J vaccine is available until Saturday 8-7-21. Those who receive the vaccine will have \$25.00 credited to their inmate account. If you experience any possible adverse reactions and/or side effects following vaccination, please immediately inform a staff member who will arrange for a medical evaluation.

**Reminder: On 5-26-21, Secretary John. E. Wetzel indefinitely suspended, Medical Co-pays.**

**Cable:** Free cable will continue until **September 30, 2021**. Please do not submit requests for cable contacts at this time. Directions to keep cable for the month of October 2021, at a fee of \$17.00, will be posted in September.

**Phone:** The one free phone call a week was discontinued on 7-28-21.

**Kiosk:** Until further notice, residents are permitted to send 2 free e-mails a week.

**Mail:** Residents are permitted, without cost, to mail twelve (12) one-ounce first class letters during August 2021.  
**Reminder: All outgoing inmate mail must have the return address of: Smart Communications/PA DOC, SCI-Huntingdon, your full DOC commitment name, your DOC Number, and PO Box 33028, St. Petersburg, FL 33733.**

**Cash Slips:** In accordance with the 2017 Inmate Handbook, Page 1, 1. Accounting A. General #6. You may use the money from your inmate account to send money to immediate family members: your spouse, children, parents, grandparents, brothers, sister, aunt, or a person with whom you made your home, or the care giver of your children. Your relationship(s) must be verified by institutional staff before the cash slips will be approved and a check is sent.

**IRS:** If you applied for the Economic Impact Payment and receive a 4883C or 5071C letter from the IRS requesting verification of identity, contact your counselor or unit manager. You must provide staff with the original IRS letter in order for staff to proceed with the verification of your identity with the IRS. The original letter will be returned to you.

**Visits: Effective 7-22-21, In Person visits became available at SCI-HUN.** In an attempt to mitigate the spread of COVID-19, visits are limited to four visitors per inmate. Each inmate is permitted to have three visits per month, one of which may be on a weekend (Saturday or Sunday). This is in addition to the five-video visit quota. It is your responsibility to ensure you have the visitor's correct information (i.e.: date of birth and address matching their ID/Driver's License) on your Visiting List so that they will be permitted to visit. L5 visits will remain video visit only. In Person visits for the RTU are available on:

Thursday	12:30pm – 3:30pm	CA, CB, DA1, DA3
Saturday	8:30am – 11:30am	CA, CB, DA1, DA3
Sunday	12:30pm – 3:30pm	CA, CB, DA1, DA3

**The visitation station in CB 1010 is available to RTU residents for video visits daily from 8 am to 8 pm.**

**Your visitor must use the PA DOC inmate visitation system (<https://inmatevisitation.cor.pa.gov>) to schedule all visits, both in person and video visits, at least 3 days in advance.** If you are moved from one zone to another, all pre-scheduled visits will be cancelled. Your visitor will need to re-schedule a visit once you are assigned to your new zone.  
**Please be advised that the availability of dates and types of visits are subject to change.**

**Commissary:** You may borrow a copy of the General Population Commissary Catalog, **updated 7-19-21**, from the Officer's Desk in exchange for your ID card. Until further notice, the Commissary spending limit remains at \$100.00 The commissary pick-up schedule is on a 4 week rotating schedule from Tuesday through Friday.

**Employment:** Residents who are unable to work at this time due to COVID-19 guidelines currently in place will continue to receive their regular rate of pay for their normal work hours. The pay groups and pay dates will remain the same.

**Shoe Shop:** The Shoe Shop is operating on a request slip basis for exchange of shoes, repairs, shoe strings, and insoles. When announced on Thursday morning, bring your items to the officer's desk.

**Laundry:** Clothing Replacement and Missing Clothing services are conducted by request slip only. When announced, please bring clothing item(s) in need of replacement to the officer's desk. **These items will be replaced on Wednesday's only.** Please do not submit clothing and towels for re-labeling as we cannot provide that service at this time. On Thursdays, kitchen whites, sheets, pillow cases and towels will be collected and returned to you on Monday. On Sundays, brown clothing, towels, a white/yellow bag of clothing (separate browns and whites), and labeled blankets will be collected and will be returned to you on Wednesday. Laundry related issues should be addressed via request slip to Mr. Garman. Please specify if you need to be re-sized when submitting requests for clothing.

**Barbershop:** The Barbershop is open and is providing basic haircuts and beard trimming. No specialty services will be provided. The housing units will be scheduled for the Barbershop on a rotating basis.

**Education:** The Summer Term continues until Friday, 9-10-21. For residents who are unable to attend their educational courses in a classroom or meet in person with their teachers, the Education Department will continue to send assignments to the housing unit via block mail. Students must complete and return the assignments by block mail to receive school pay and credit hours. Please be advised, students who do NOT complete work will not be paid.

**Library:** The Law Library for RTU Residents is on Tuesday mornings by call out. You may submit request slips to attend Law Library. If you have a verified legal deadline, send the verification to the Librarian who will arrange for priority access to the Law Library. Copies of legal materials will be provided if a cash slip is included with the request slip. Residents in need of notary services should submit a request to the Law Library. The SCI-HUN Leisure Library is available by use of the LEISURE READING REQUEST forms. Returns will be collected on Fridays and new materials will be delivered on Tuesdays. The RTU Block Library is open on the following schedule for residents to review and select materials: Monday Level 1, Tuesday-Level 2, Wednesday-Level 3, and Thursday-Level 4. Materials are also available by request slip.

**Chaplains:** Religious programming continues to be broadcast on the institutional channel. The Chaplaincy Department will provide literature for faith groups upon request. In addition, the Chaplaincy Department assists with processing notifications of a family death and grief counseling. The Chaplaincy staff are making rounds on the housing unit and providing religious material for spiritual encouragement.

**Activities:** The items ordered from the Jaycees Mental Health Fundraiser of Board Games and RCA Universal TV Remotes are expected to be delivered to the RTU residents on Monday, 8-2-21. Concession services continue to be provided when the RTU yard is open. Residents may redeem the ARJ and IGWF during their recreation period. There is a limit of 3 items per resident. You may consume your concession(s) in the yard and/or bring concession(s) back to the housing unit. The Activities Department hosts activities and/or contests to all cohort groups in the RTU yard on Tuesdays and Thursdays. **REMINDER:** THE IGWF light blue tickets expire Saturday, 7-30-21,

The Activities Department will maintain the Jaycee Photos schedule by housing units and cohorts. The next Photos Session for the RTU is on Tuesday, 8-10-21. Wednesdays, and Thursday evenings during evening yard, weather permitting. Due to the expected high demand, the following rules will apply: (1) Only 2 poses (2) Max of 5 pics due to high demand-we will return to 10 at a later date (3) No props (4) no changing clothes (5) All other pre-existing photo rules remain in effect.

**Treatment and Program Groups:** Attendance of prescribed program(s) in the Clinic is limited at this time. If your treatment program is provided in the clinic, you will be placed on the Call-Out list to attend. If the program is not available in a group room, the facilitators will do prescribed programs with in-cell homework assignments distributed and collected block mail.

**Certified Peer Specialist:** The Certified Peer Specialists are available on the housing unit and will make rounds on the unit within the quarantine guidelines. You may also request to receive CPS services through a unit staff member.

**RTU Special Events:** Thank you to all the residents who are participating in Major Loy's RTU Challenger's Trophy with the Riddle contest, Major House's RTU Iron Man Trophy with the Ping Pong Tournament, and CCPM Strait's Treatment Challenge Trophy for Random Acts of Kindness during July 2021.

**Block Information:** Each day, on the 6-2 shift and again on the 2-10 shift, trash will be collected at your cell door. You may also bring your used food trays and trash down to level 1 to dispose of items in the trash containers when you are scheduled for an out-of-cell activity. Please do not flush food, plastic bags, Styrofoam trays, or other items down the toilet. Staff will provide cell cleaning supplies on a daily basis. You must clean your cell as soon as you receive your supplies.

The RTU staff will continue to make frequent rounds on the unit. Packets consisting of a variety of in-cell activities such as crossword puzzles, Sudoku, word search, coloring pages, and connect-the-dots as well as handouts related to mental health and coping skills are available upon request. **Reminder:** Please see a unit team member or housing unit officer if you need personal hygiene products such as toothpaste, a toothbrush, deodorant, body wash, and white soap.

**An announcement will be made prior to any Fireside Chat presentations to be aired on Institutional Channel 44.**

Your family may obtain the most up-to-date public information regarding COVID-19 and the PA DOC at <https://www.cor.pa.gov/Pages/COVID-19.aspx>.

Email Distribution: Deputy Kohler, Deputy Spyker, Major Loy, Major House, T. Strait-CCPM, Captains, R. Goss-Regional LPM, P. Price-CHCA, Mr. Sisto-MHC, C. Johns-PSS, T. Conway-PSS, J. Cousins-CRNP, J. Ake-BSN RN, Mrs. Maust-CCII, Mr. Banks-CCII, W. Robison-CC1, Mr. Helsel-LSW, Mr. Reachard-LSW, Mrs. Laird-Corr. Sch. Principal, Mrs. Saylor-Ed. Guidance Counselor, Mr. Crayosky-Activities Coord., Lt. J. Hancock, Lt. R. Walker, C. Carberry-Clerical Supervisor, J. Kennedy-Clerk Typist II, H. Smith-Clerk Typist II, Superintendent Secretary S. Weko-Scott, and Superintendent Assistant A. Wakefield

BJH